



# Permit Guide Residential Plan Review Checklist

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## THE REVIEW PROCESS WILL BEGIN AFTER ALL REQUIRED DOCUMENTS ARE SUBMITTED CHECKLIST FOR SUBMITTING APPLICATIONS FOR RESIDENTIAL REVIEW AND APPROVAL

1. Completed Building Permit Application
2. Residential Plan Review - Digital Copy PDF Flattened
  - a. All plans must be drawn to scale. 1/4 inch = 1 foot is the most common scale used for residential floor plans and section views.
    - i. Foundation Plans
    - ii. Garage
    - iii. Bonus Rooms
    - iv. Walkout/daylight areas shown on plans
    - v. 1st floor plans
    - vi. 2nd floor plans
    - vii. Tall wall engineering MRC 2015 R602.3
    - viii. Braced wall requirements and compliance MRC 2015 R602.10
    - ix. Truss design data sheet or truss drawings MRC 2015 R802.10.1
3. Elevations
  - a. Front
  - b. Side(s)
  - c. Back/rear
  - d. Section views
  - e. Framing detail
4. Michigan Uniform energy code (M.U.E.C)
  - a. Insulation values,
  - b. including windows & doors U factors
  - c. Prescriptive methods
5. Signed & sealed drawing are required for:
  - a. Residential work greater than 3500 sq. Ft.
  - b. Log homes
  - c. Wood foundations
  - d. Any other alternative types of construction not addressed by the code
6. Completed site plan drawn to an engineer scale
  - a. North pointing arrow
  - b. Dimensions from foundation to lot lines
  - c. Location of accessory structures and dimensions to lot lines
  - d. Location of well and septic (if applicable)
  - e. Location of driveway and distance to lot lines
7. Water, sewer, sidewalk, and driveway permit from City Engineering Department
8. Well and septic permit from Calhoun County (if required)
9. Soil Erosion Permit from Calhoun County (if required)

10/19